Chapter 2 Procedures

Function
Overview

This section describes the key events to establish, maintain and inquire all required commodity records used for requisition , solicitation and award processing within AGPS. Procedures address addition of the commodity header, description, establishing dollar thresholds, purchasing agency, etc. All required commodity information required for AGPS processing will be obtained and recorded in this database.

The purpose in establishing and maintaining commodity information is to provide uniform commodity descriptions readily available to support the purchasing process. These descriptions provide a method of ordering for the agencies which will eliminate the need to restate the description for every purchase.

The first step is to identify the item of supply or services by commodity coding structure based upon Class (xxx) and Sub-Class (xx). The Class and Sub-Class provides the structure in the commodity database so that actions such as reporting may be easily accomplished for groups of items. After the logical structure has been determined and entered into the commodity database, the detail items (xxxxxx) should be added to the commodity database. Upon completion of this process, the commodity database will contain detail item numbers of the following structure xxx-xx-xxxxxx.

Commodity records are added and maintained in the Commodity Header Table using the COM2 screen for a single record entry or the COMC screen for multiple record entry. Users assigned to the maintaining agency on the commodity header are the only persons allowed to maintain the commodity record including header, description, and unit of measure. If the commodity requires an approval from a particular organization prior to purchase, that approval is indicated by the Approval Category on the Commodity Header. This category must be a valid entry in the BTAB Table Type CG. A Commodity Header record at any level cannot be activated until at least one line of description has been entered. Once a commodity header is activated, it may not be physically deleted from the database. It may be inactivated and later purged. A Class level record must exist before a Sub-Class record in the same Class can be added and a Sub-Class record must exist before an item record can be added to the Sub-Class. Keeping the above in mind, the processing is the same for all three levels.

The Commodity Description Table (CSPC) is utilized to ADD descriptions after the Commodity Number has been built on the COM2 screen. This commodity text area is used for several different functions. These functions are exemplified by different categories of text types. These functions and categories are explained below.

> Text Type A - <u>Class Level Description</u> provides the ability to record and maintain Class Descriptions for each Class Commodity Code. These are short narrative descriptions used to identify the structure of the Class and will print on reports.

> Text Type B - <u>Sub-Class Level Description</u> provides the ability to record and maintain Sub-Class descriptions for each Sub-Class Commodity Code. These are expanded over the class record to further identify the Sub-Class and may print on Solicitations, Orders and Contracts if not deleted by RMOD, KMOD or OMOD, and purchases are made at the sub-class level.

Text Type C - <u>Item Level Description</u> provides the ability to record and maintain an item description for each Item Level Commodity Code. This description is expanded over the Sub-Class level and will print on Solicitations, Orders and Contracts.

Text Type D - <u>Extended Item Level Description</u> provides the ability to record and maintain an extended description for each Item Level Commodity Code. This is generally a comprehensive description, e.g., bidding instructions, written in sufficient detail for vendor to accurately identify the item desired and respond to a solicitation for item desired. Will print on Solicitation, but not on the award document.

Text Type E - <u>Packaging Requirements</u> provides the ability to record and maintain packaging requirements for each Item Level Commodity Code. Will print on solicitation and order documents.

Text Type F - <u>Buyer Notes</u> provides the ability for the buyer to record notes about an item or service. These notes are retrievable on-line. Notes do not print.

Text Type G-Z provides the ability to include other levels of user defined text for each item. These do not print.

This table and all other text tables within the system all function in the same manner. Please see Section 15, General Text Processing discussion on using text tables.

A Commodity Sub-Class or Item may be purchased in various units of measure and history is recorded relative to the unit of measure. The Commodity Unit of Measure Table is designed to accommodate multiple units of measure for each commodity header. Units of measure are added using transaction ID CUOM. The unit of measure added must first be a valid entry in BTAB Table Type UM.

Vendors are registered to the Sub-Class level with the assumption that a vendor desires to provide all items or services in the Sub-Class. A vendor is registered for the State Purchasing bid list when the vendor number is added to the Commodity Supplying Vendor Table using transaction CSV2 or multiple entry transaction CSVA. The count of supplying vendors is automatically maintained in the Commodity Header Table, COM2. The vendor will be selected to receive a solicitation on future solicitations for that Sub-Class.

As the vendor is selected to receive a solicitation, the CSV3 Table is updated to include the date and solicitation number sent to the vendor. As the vendor bids, the CSV2 Table is updated to include the date and solicitation number of the bid received.

Once a supplying vendor is added to the CSV2 Table and is activated, the vendor may not be deleted from the database. The vendor may be inactivated by changing the status code. The vendor may be purged as well.

The Purchasing Office may inactivate a supplying vendor by using the transaction CSV2. When this occurs, the number of vendors and qualified supplying vendors displayed on the Commodity Header Table COM2 is reduced by one (1).

<u>Cross-Reference</u>   <u>Steps</u>

        c.   Using the TAB key, move to Class/Sub-class field and type desired commodity class/sub-class.

        d.   Using the TAB key, move to Text From field and type desired text reference number. May be left blank on inquire. If blank on inquire, record will return with first text reference in the database for that commodity.

8.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested record(s).

14 ADD/MAINTAIN COMMODITY CREATION RECORDS

14.1 Add Commodity Creation Record

Overview   The AGPS user is provided the capability to add commodity creation records for a specific Class/Sub-Class by use of the COMC screen.

Inputs   !   Required commodity Class/Sub-Class

                 !   Required Commodity Type

                 !   Required Buyer Code

                 !   Number of desired commodity numbers

Outputs   !   Updated COMC Table

**Completing
The Procedure**

Cross-Reference   Steps

                 1.   Determine the system's commodity requirement. Once the commodity creation record is processed in the nightly cycle, commodity numbers are generated and the COMC record is deleted automatically.

COMM 4:COMM   **Commodity Class** must be a valid and active record in the COMM Table.

                        Commodity Sub-Class must be a valid and active record in the COMM Table.

INST 4:BTAB   **Commodity Type** must be a valid entry in BTAB Table CT (Commodity Type).

AGCY 4:ABUY   **Buyer Code**, combined with maintaining agency (107001) must be key to a valid and active agency buyer record in the ABUY Table.

                 2.   Enter COMM record data into AGPS.

COMM 4:COMC   a.   If you are not in the COMC screen, type **COMC** in the Function Line and press RETURN/ENTER.

                       b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

Cross-Reference   Steps

  c. Using the TAB key move to the Commodity Class field and type desired commodity class number.

  d. Using the TAB key move to Commodity Sub-Class field and type desired commodity sub-class number.

  e. Using the TAB key move to the Commodity Type field and type desired commodity type. Must be a valid entry in BTAB Table type CT.

  f. Using the TAB key move to the Buyer Code field and type desired buyer code. Must be a valid and active buyer in the ABUY Table for Agency 107001.

  g. Using the TAB key move to the How Many New Item Numbers field and type desired number of commodities requested. The total number of COMC requested commodities for any one nightly cycle cannot exceed 3000.

  3. Press RETURN/ENTER.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exist, AGPS will display "UPDATE SUCCESSFUL".

 NOTE: Commodity Creation Records are processed in a batch job during the nightly cycle. During the batch process the requested commodity numbers are created in the commodity database and the COMC record deleted. If COMC records exist, it is recommended that the user identify the "LAST COMMODITY ITEM" number assigned on the BINS Table prior to the nightly cycle, to determine commodity item numbers assigned.

14.2 Change Commodity Creation Record

Overview   The AGPS user is provided the capability to change commodity creation records by use of the COMC screen.

Inputs   !   Required commodity Class for Change

                      !   Required Commodity Sub-Class for Change

                      !   Required Commodity Type for Change

                      !   Required Buyer Code for Change

Outputs   !   Updated COMC Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   If you add a COMC record and need to change the number of new items requested, this
                                  can be done on the COMC screen. This must be done before the nightly cycle.
                                  Once the commodity creation record is processed in the nightly cycle, the COMC
                                  record is deleted automatically.

                      2.   Change COMC record in AGPS.

COMM 4:COMC   a.   If you are not in the COMC screen, type **COMC** in the Function Line and
                                              press RETURN/ENTER.

                                  b.   Type **INQUIRE** in the Function Line.

                                  c.   Using the TAB key move to the Commodity Class field and type desired
                                              commodity class number.

                                  d.   Using the TAB key move to the Commodity Sub-Class field and type desired
                                              commodity sub-class number.

                                  e.   Using the TAB key move to the Commodity Type field and type desired
                                              commodity type.

                                  f.   Using the TAB key move to the Buyer Code and type desired buyer code.

                      3.   Press RETURN/ENTER. Requested record should be displayed.

Cross-Reference   Steps
_____

a.   Type CHANGE in the Function Line.

b.   Using the TAB key move to the How Many New Item Numbers field and type desired number of items. The total number of COMC requested commodities for any one nightly cycle cannot exceed 3000.

NOTE: Commodity Creation Records are processed in a batch job during the nightly cycle. During the batch process the requested commodity numbers are created in the commodity database and the COMC record deleted. If COMC records exist, it is recommended that the user identify the "LAST COMMODITY ITEM" number assigned on the BINS Table prior to the nightly cycle, to determine commodity item numbers assigned.

14.3 Delete Commodity Creation Record

Overview   The AGPS user is provided the capability to delete commodity creation records by use of the COMC screen.

Inputs   !   Required commodity Class for Delete

          !   Required Commodity Sub-Class for Delete

          !   Required Commodity Type for Delete

          !   Required Buyer Code for Delete

Outputs   !   Updated COMC Table

**Completing
The Procedure**

Cross-Reference   Steps

          1.   If you add a COMC record with the wrong data or the commodity numbers are not needed, you may delete the record. This must be done before the nightly cycle. Once the commodity creation record is processed in the nightly cycle, the COMC record is deleted automatically.

          2.   Delete COMC record in AGPS.

COMM 4:COMC   a.   If you are not in the COMC screen, type COMC in the Function Line and press RETURN/ENTER.

          b.   Type INQURE in the Function Line

          c.   Using the TAB key move to the Commodity Class field and type desired commodity class number.

          d.   Using the TAB key move to the Commodity Sub-Class field and type desired commodity sub-class number.

          e.   Using the TAB key move to the Commodity Type field and type desired commodity type.

          f.   Using the TAB key move to the Buyer Code and type desired buyer code.

          3.   Press RETURN/ENTER. Requested record should be displayed.

Cross-Reference   Steps
_____

a.   Type DELETE in the Function Line

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error
       messages at the bottom of the screen. Clear the error conditions identified
       and press RETURN/ENTER. If no error(s) exist, AGPS will display
       "UPDATE SUCCESSFUL".

NOTE: Commodity Creation Records are processed in a batch job during the nightly cycle.
       During the batch process the requested commodity numbers are created in the
       commodity database and the COMC record deleted. If COMC records exist, it is
       recommended that the user identify the "LAST COMMODITY ITEM" number
       assigned on the BINS Table prior to the nightly cycle, to determine commodity item
       numbers assigned.

14.4 Inquire Commodity Creation Record

Overview   The AGPS user has the capability to view the COMC record by use of the INQUIRY function
                           on the COMC screen.

Inputs   **!**   Required commodity Class

                    !   Required Commodity Sub-Class

                    !   Required Commodity Type

                    !   Required Buyer Code

Outputs   **!**   Display of Requested COMC Record

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine commodity creation record to be inquired. This can only be done before
                           the commodity creation record is processed in the nightly cycle, once processed the
                           COMC is deleted automatically and cannot be inquired.

                    2.   Inquire COMC record in AGPS.

COMM 4:COMC   a.   If the user is not in the COMC screen, type COMC in the Function Line and
                                       press RETURN/ENTER.

                           b.   Type INQUIRE in the Function Line.

                           c.   Using the TAB key move to the Commodity Class field and type desired
                                       commodity class number.

                           d.   Using the TAB key move to the Commodity Sub-Class field and type desired
                                       commodity sub-class number.

                           e.   Using the TAB key move to the Commodity Type field and type desired
                                       commodity type.

                           f.   Using the TAB key move to the Buyer Code and type desired buyer code.

                    3.   Press RETURN/ENTER.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exist, AGPS will display the desired record(s).

NOTE: Commodity Creation Records are processed in a batch job during the nightly cycle During the batch process the requested commodity numbers are created in the commodity database and the COMC record deleted. If COMC records exist, it is recommended that the user identify the "LAST COMMODITY ITEM" number assigned on the BINS Table prior to the nightly cycle, to determine commodity item numbers assigned.

15 INQUIRE COMMODITY DATABASE RECORDS

15.1 Inquire Commodity Database

Overview   The AGPS user is provided the capability to inquire the commodity database data using various screens and keys.

Inputs   **!**   Required key(s)

Outputs   **!**   Display of requested Commodity Database data

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the commodity data to be inquired based on known keys.

          a.   If you are not in the desired screen, type the desired screen identifier in the Function Line and press RETURN/ENTER.

          b.   Type **INQUIRE** in the Function Line.

          c.   Using the TAB key move to the required key field(s) and type desired key(s).

2.   Press RETURN/ENTER.

          NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, requested record, based on the entered key(s), will be displayed.

          Screens provided for inquiry of the Commodity Database is as follows.

COMM 4: CAAD   **CAAD** - This screen is for the inquiry of commodity items by ship to agency/ship to sub agency to view the contracts and their associated vendors and line numbers with brand/model information, expiration dates, and minimum order amounts, which have been awarded. Key(s) is Agency Number, Sub-Agency Number, Commodity Number, and Contract Number.

Cross-Reference	Steps

COMM 4: CASI   **CASI** - This screen is for the inquiry of an agency bid list by commodity. Key(s) is agency, commodity class/sub-class and vendor number.

COMM 4: CAWA   **CAWA** - This screen is for the inquiry of contract awards by ship to agency/sub agency for a commodity available for issuance of contract release orders. Key(s) is agency number, sub agency number, commodity number, and contract number.

COMM 4: CAWD   **CAWD** - This screen is for the inquiry of contract awards for a commodity available for issuance of contract release orders. Key(s) is commodity number, contract number and line number.

COMM 4: CAW2   **CAW2** - This screen is for the inquiry of detail contract award data for a commodity available for issuance of contract release orders. Key(s) is commodity number, contract number and line number.

COMM 4: CDES   **CDES** - This screen is for the inquiry of commodities by description. Key(s) is first line of commodity description and commodity number.

COMM 4: CGEI   **CGEI** - This screen is for the inquiry of supplying vendors for a commodity by class/sub-class and GEO bid code. Key(s) is class/sub-class, GEO bid code and vendor number.

COMM 4: CGSA   **CGSA** - This screen is for the inquiry of supplying vendors for a set-aside code, commodity class/sub-class and GEO bid code. Key(s) is set-aside code, class/sub-class, GEO bid code and vendor number.

COMM 4: CITM   **CITM** - This screen is for the inquiry of commodities by commodity item number. Key(s) is item number.

COMM 4: CKWI   **CKWI** - This screen is for the inquiry of commodities by keyword. Key(s) is commodity keyword(s).

COMM 4: COBI   **COBI** - This screen is for the inquiry of COBJ table records by commodity class/sub-class. Key(s) is commodity class/sub-class and object code(s).

COMM 4: COMM   **COMM** - This screen is for the inquiry of a commodity number listing. Key(s) is commodity number.

COMM 4: COM3   **COM3** - This screen is for the inquiry of last purchase data and accumulative award amount for a commodity. Key(s) is commodity number.

COMM 4: CSTA   **CSTA** - This screen is used for the inquiry of commodity by status code. Key(s) is status code and commodity number.

Cross-Reference   <u>Steps</u>

COMM 4: CSVI	**CSVI**	- This screen is for the inquiry of commodity supplying vendors by region code. Key(s) is commodity class/sub-class, region code and vendor number.
COMM 4: CSVN	**CSVN**	- This screen is for the inquiry of commodity supplying vendors. Key(s) is commodity class/sub-class and vendor number.
COMM 4: CSV3	**CSV3**	- This screen is for the inquiry of commodity supplying vendor's bid response activity. Key(s) is commodity class/sub-class and vendor number.
COMM 4: CTYP	**CTYP**	- This screen is for the inquiry of commodity by commodity description type. Key(s) is commodity description type, description and commodity number.
COMM 4: CUO2	**CUO2**	- This screen is for the inquiry of commodity cumulative purchase data by unit of measure. Key(s) is commodity number and unit of measure.
COMM 4: CVDR	**CVDR**	- This screen is for the inquiry of commodity by supplying vendor. Key(s) is supplying vendor number and commodity number.

Chapter 4 Documents

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Object	4	Unprotected. Key. Required for ADD. Entry must be a valid code in BTAB Table OJ (Object Code). If left blank on inquiry, system will display the first object code in the database for the specified commodity number.
Object Title	30	Protected. Display of the inferred object code title from BTAB Table OJ.
Commodity Number	14x5	Unprotected. Key. Required for ADD. If left blank on inquiry, the system will return with the first class/sub-class record in the database. Entry must be a valid commodity class/sub-class in the COMM Table.
Description	14x40	Protected. Inferred first two lines of commodity description from CSPC.
USERID Last Chg	14x8	Protected. USERID of the last user to change this record.
Date Last Chg	14x8	Protected. Date of the last change to this record.

COMC   Commodity Creation Table

```
ENTER FUNCTION:  .......... TRANS:  COMC
                                                         DATE:
 COMMODITY CREATION TABLE                                TIME:
 KEY IS COMMODITY NUM (CLASS/SUB), COMM TYPE, BUYER CODE    TERM:

 COMMODITY CLASS ...:

 COMMODITY SUBCLASS.:

 COMMODITY TYPE.....:

 BUIYER CODE........:

 HOW MANY NEW ITEM NUMBERS...:



   COMM NUMBERS WILL BE CREATED IN THE NEXT NIGHTLY PROCESS (LIMIT 3000)



```

Purpose   The purpose of the Commodity Creation Table is to provide the user with the ability to add multiple commodity records for a specific Class, Sub-Class to the Commodity database by a batch process. The user enters the commodity information and the number of records requested and the request is processed during the nightly cycle. Security is based on the maintaining agency and the user must have commodity update authorization to add, change or delete records on COMC.

**Screen
Characteristics**   Add, Delete and Inquire Commodity Creation Table.

**Procedure
Cross-Reference**   Chapter 2 Commodity Database Maintenance;

                           14.1 Add Commodity Creation Record
                           14.2 Change Commodity Creation Record
                           14.3 Delete Commodity Creation Record

14.4 Inquire Commodity Creation Record

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Class	3	Unprotected. Key. Required for add and must be key to a valid/active record in the COMM table. If left blank on inquiry, the system will return with the first record in the database.
Commodity Subclass	2	Unprotected. Key. Required for add and must be key to a valid/active record in the COMM table.
Commodity Type	2	Unprotected. Key. Required for add, must be a valid entry in BTAB Table CT (Commodity Type).
Buyer Code	3	Unprotected. Key. Required for add, combined with maintaining agency (107001) must be key to a valid and active agency buyer record in the ABUY Table.
How Many New Item Numbers?	4	Unprotected. Required for add. Enter number of desired commodity records to be created. The total number of COMC requested commodities for any one nightly cycle cannot exceed 3000.

COMM   Commodity Header Table #1

```
ENTER FUNCTION:  ...........  TRANS:  COMM

COMMODITY HEADER TABLE  #1
 KEY IS COMMODITY NUMBER (CLASS, SUB, ITEM)


 CLASS    SUB     ITEM    STATUS  BUYER           DESCRIPTION
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
 ...      ..      ......
```

Purpose   The purpose of the Commodity Header Table #1 is to provide the user with the capability of inquiring commodity numbers. The Table also provides the user with the status of the commodity, the buyer assigned that commodity and the first line of the commodity description. The table allows the user to leaf to the COM2 table if further detail is required.

**Screen
Characteristics**   Inquire Commodity Header Table.

**Procedure
Cross-Reference**   Chapter 2 Commodity Database Maintenance;

                       15.1 Inquire Commodity Database Records.

Field Completion

Field	Size	Description
Class	3	Unprotected. Key. The commodity class to which the item of interest belongs. If the function is inquire and the class is blank the system will return with the first record in the commodity database.
Sub	2	Unprotected. Key. The commodity subclass to which the item of interest belongs. If the function is inquire and the class is valid and the sub-class is blank the system will return with the first sub-class for the class specified.
Item	6	Unprotected. Key. The item number that completely identifies the good or service of interest. If the function is Inquire and the class and sub-class are valid and the item number is blank the system will return with the item number for that class/sub-class.
Status	1	Protected. This code describes the current status of this commodity number (class/sub/item).
Buyer	3	Protected. This code describes the buyer assigned to this commodity code. Comes from the COMM table.
Description	40	Protected. This is the first line of the CSPC record for this commodity number.

COM2   Commodity Header Table #2

```
 ENTER FUNCTION:  ..........  TRANS:
                                                      DATE:
 COMMODITY HEADER TABLE  #2                            TIME:
 KEY IS COMMODITY NUMBER                               TERM:
 COMMODITY NUMBER...: ... .. ......    ADDING ITEM (Y OR N)? .
 DESCRIPTION........:
                   :
 STATUS CODE........: .       :
 STATUS CHANGE DATE.:                  STATUS CHANGE ID:
 COMMODITY TYPE.....: ..      :
 BUYER CODE.........: ...     :
 BUYER PHONE........:     -     -     -
 MAINTAINING AGENCY.: ...... :
 INSPECTION TYPE....: ..      :
 FROM TEXT REFERENCE: ......   STATE USE ITEM.....: . AGENCY/COMM DPA: .

 TO TEXT REFERENCE..: ......   PRISON ENT IND.....: . DPA AMT: .............
 SETUP DATE.........:         MOVABLE PROPERTY...: . CRO AMT: .............
 OTIS APPROVAL......: .       RECYCLE IND........: . ONHAND:
 INVENTORY ITEM.....: . : PRODUCT #: ..............  PAY APR REQ: .
 OBJECT CONTROL.....: .       SPEC HANDLING ITEM.: . APR AMT: .............
 NO OF VENDORS......:         NO OF QUAL VENDORS.:       SPEC TYPE:
 APPROVAL CATEGORY..: ......  USERID LST CHG:      DATE LST CHG:
```

Purpose   The purpose of the Commodity Header Table #2 is to provide the user with the capability to add, change, delete and inquire the commodity header table. The security for this table is based on the maintaining agency and the user must have security access to change data found here.

Screen
Characteristics   Add, Change, Delete and Inquire Commodity Header Table.

Procedure
Cross-Reference   Chapter 2 Commodity Database Maintenance;

                         1.1 Add Commodity Header Table
                         1.2 Establish DPA Dollar Threshold
                         1.3 Establish CRO Dollar Threshold
                         1.4 Establish Approval Dollar Threshold
                         1.5 Establish State Use Commodity

1.6 Establish Prison Enterprise Commodity
1.7 Establish Inventory Item Commodity
1.8 Establish Movable Property Commodity
1.9 Establish Recycle Item Commodity
1.10 Change Commodity Header Table
1.11 Delete Commodity Header Table
1.12 Inquire Commodity Header Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. If the function is an add, the user must input the class and the sub-class and the system will assign the item number.
Adding Item	1	Unprotected. Required for add. This indicator must be set to 'Y' if a new commodity number is being added to the system, otherwise it must be set to 'N'.
Description	2x40	Protected. Inferred first two lines of the CSPC description for the commodity number. If the function is an add the Description will be the description of the specification type senior to the one being added until the CSPC record can be built.
Status Code	1	Unprotected. Required for add. This code describes the current status of this commodity number. Must be a valid entry in BTAB Table CS (Commodity Status Code). Must be '0' for initial add of commodity class, sub-class, or item.
Status Title	30	Protected. Inferred interpretation of the status code from BTAB Table CS (Commodity Status Code).
Status Change Date	8	Protected. This is the date on which the status code was last changed. This is a system maintained field.
Status Code Change ID	4	Protected. ID of person making last change to this record.
Commodity Type	2	Unprotected. Required for add. This code describes the type of good or service represented by this commodity number. Must be a valid entry in BTAB Table CT (Commodity Type Code).
Commodity Type Title	30	Protected. Inferred interpretation of the commodity type from BTAB Table CT (Commodity Type Code).
Buyer Code	3	Unprotected. Required for add. This code describes the buyer assigned to this commodity code. Must be a valid entry in the ABUY table.
Buyer Name	30	Protected. Inferred name of the buyer from the ABUY Table.

Field Completion

Field	Size	Description
Buyer Phone	14	Protected. This is the complete phone number of the buyer assigned to this commodity number from the ABUY table.
Maintaining Agency	6	Unprotected. Required for add. The number of the agency responsible for maintaining this commodity record. Must be a valid entry in the AGCY table.
Maintaining Agy Title	30	Protected. Inferred title of the maintaining agency from the AGCY table.
Inspection Type	2	Unprotected. Optional entry. Used to indicate if a commodity may require inspection. If input this code must be a valid entry in BTAB Table IT (Inspection Type).
Inspection Type Title	30	Protected. Inferred interpretation of the inspection code from BTAB Table IT.
From Text Reference	6	Unprotected. Optional entry. If input this must be a valid entry in the TEXT database. Describes the starting reference point from the text file to be used as specifications text in the solicitation process.
State Use Item	1	Unprotected. Optional entry. This indicator describes whether this item is available from a sheltered workshop. Valid entries are 'Y' and 'N'.
Prison Ent. Item	1	Unprotected. Optional entry. This indicator describes whether this item or service is available from Prison Enterprises. Valid entries are 'Y' and 'N'.
To Text Reference	6	Unprotected. Optional entry. If this field is input the from text reference must be populated. The to text reference must be valid in the TEXT database. Describes the ending reference point from the text file to be used as specifications text in the solicitation process. All text references between the 'From' and 'To' points will be selected for printing on the solicitation.
Moveable Property	1	Unprotected. Optional entry. This indicator describes whether this item is considered moveable property (fixed asset). Valid entries are 'Y' and 'N'.
DPA Amt	9.2	Unprotected. Used to indicate dollar limit at which a DPA approval will be generated. Required if Agency/Comm DPA indicator is 'C'.
Setup Date	8	Protected. The date this commodity record was entered into the system. Maintained by the system.

Agency/Comm DPA	1	Unprotected. Optional entry. This indicator is used to indicate which type(s) of DPA approvals will be built. Valid entries are 'A', 'C', and 'N'.
		         A - Use agency DPA limits.
		         C - Use commodity DPA limits.

Field Completion

Field	Size	Description
		N - No DPA limits; bypass all DPA approvals.
CRO Amt	9.2	Unprotected. Used to indicate dollar limit at which a CRO approval will be generated.
OTIS Approval	1	Unprotected. Optional entry. This indicator describes whether this item needs OTIS approval. Valid entries are 'Y' and 'N'. (N/A)
Recycle Ind	1	Unprotected. Optional entry. This indicator describes whether this item is a recycled item. Valid entries are 'Y' and 'N'.
On-Hand	6.3	Protected. Display of the on-hand balance for this commodity from the Consumable Inventory Center system. (N/A)
Inventory Item	1	Unprotected. Optional entry. This indicator describes whether this item is stocked in an agency warehouse. Valid entries are 'Y' and 'N'.
Product #	15	Unprotected. Used to indicate the product number used to control the item within the inventory center. (N/A)
Pay Apr Req	1	Unprotected. Optional entry. If blank on Add, will default to **N**. Used to indicate if an approval will be required for the payment process. Allowed entries are **Y** and **N**.
Object Control	1	Unprotected. Optional entry. Used to indicate control of the commodity by object code. 'R' is restrictive and the object code used for purchase must be in this commodity's COBJ Table record. 'P' is permissive and will permit purchase under any valid object code.
Spec Handling Item	1	Unprotected. Optional entry. This indicator describes whether this item requires any special handling. Valid entries are 'Y' and 'N'.
Apr (Approval) Amt	9.2	Unprotected. Optional entry. This is used to establish a dollar threshold for purchase of this commodity. Purchases exceeding this limit may result in the build of an approval record in the PAPV Table for that transaction.
No of Vendors	5	Protected. This is the number of supplying vendors that are registered to provide this item. Maintained by the system.
No of Qual Vendors	5	Protected. This is the number of qualified supplying vendors that are registered to provide this item. Maintained by the system.
Spec Type	1	Protected. This signifies the CSPC specification type for this entry. Maintained by the system.

Field Completion

Field	Size	Description
Approval Category	6	Unprotected. Optional entry. Designates the approval category for which an approval may be built for purchase of this commodity. If populated, this field will cause the system to generate an approval record for this commodity item each time it is requested on a requisition or order. Entry must be valid code in BTAB Table CG (Approval Category).
UserID Lst Chg	8	Protected. This is the user ID of the last user to change this record. This is a system maintained field.
Date Lst Chg	8	Protected. This is the date of the last change for this record. It corresponds with the User ID Last Change. This is a system maintained field.

COM3   Commodity Header Table #3

```
ENTER FUNCTION:  ...........  TRANS:  COM3
                                                            DATE:
 COMMODITY HEADER TABLE  #3                                 TIME:
 KEY IS COMMODITY NUMBER                                    TERM:

 COMMODITY NUMBER...: ... .. ......
 DESCRIPTION........:
                    :
 DATE LAST PURCHASED:               LAST UNIT PRICE......:
 MOST RECENT VENDOR.:               LAST QUANTITY........:
 PREVIOUS VENDOR....:               LAST UNIT OF MEASURE.:
 LAST AWARD NUMBER..:               LAST AWARD LINE NO...:
 MOST RECENT AGENCY.:       :
 DATE 1ST PURCHASED.:                FYTD NO OF AWARDS...:
 CUM NO OF PURCHASES:                PRIOR FY NO OF AWDS.:
 JAN:                 JUL:                          MTD.:
 FEB:                 AUG:                          QTD.:
 MAR:                 SEP:                          YTD.:
 APR:                 OCT:                         FYTD:
 MAY:                 NOV:              FYTD DELEG AWD:
 JUN:                 DEC:
```

Purpose The purpose of the Commodity Header Table #3 is to provide the user with the capability to inquire a specific Commodity Number concerning the most recent purchasing history and provides summary data of purchases made for the past year to date.

Screen Characteristics Inquire Commodity Header Table.

Procedure Cross-Reference Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. The full commodity number consists of the class, subclass, and item number. If left blank the system will return with the first commodity number in the database. If input the system will return with the information for the commodity number specified.
Description	2x40	Protected. Inferred first 2 lines of the commodity specification record (CSPC).
Date Last Purchased	8	Protected. The date this item was last purchased. Maintained by the system.
Last Unit Price	7.4	Protected. The unit price paid the last time this item was purchased. Maintained by the system.
Most Recent Vendor	11	Protected. The vendor number identifying the vendor that last supplied this item. Maintained by the system.
Last Quantity	6.3	Protected. The quantity bought the last time this item was purchased. Maintained by the system.
Previous Vendor	11	Protected. The vendor number identifying the second most recent vendor to supply this item. Maintained by the system.
Last Unit of Measure	5	Protected. The unit of measure from the most recent purchase of this item. Maintained by the system.
Last Award Number	10	Protected. The number of the last award document that contained this item. Maintained by the system.
Last Award Line No	5	Protected. The line number on the last award document that corresponds to this line item. Maintained by the system.
Most Recent Agency	6	Protected. The number of the agency that last purchased this item. Maintained by the system.
Date 1st Purchased	8	Protected. The date of the first purchase of this item that was recorded in the system. Maintained by the system.

Field Completion

Field	Size	Description
FYTD No of Awards	5	Protected. The number of times that this item has been awarded in the current fiscal year. Maintained by the system.
Cum No of Purchases	5	Protected. The total cumulative number of purchases of this item to date. Maintained by the system.
Prior FY No of Awds	5	Protected. The number of times that this item was awarded in the prior fiscal year. Maintained by the system.
Jan	9.2	Protected. The sum of the values of all awards for this item made during the most recent January.
Feb	9.2	Protected. The sum of the values of all awards for this item made during the most recent February.
Mar	9.2	Protected. The sum of the values of all awards for this item made during the most recent March.
Apr	9.2	Protected. The sum of the values of all awards for this item made during the most recent April.
May	9.2	Protected. The sum of the values of all awards for this item made during the most recent May.
Jun	9.2	Protected. The sum of the values of all awards for this item made during the most recent June.
Jul	9.2	Protected. The sum of the values of all awards for this item made during the most recent July.
Aug	9.2	Protected. The sum of the values of all awards for this item made during the most recent August.
Sep	9.2	Protected. The sum of the values of all awards for this item made during the most recent September.
Oct	9.2	Protected. The sum of the values of all awards for this item made during the most recent October.
Nov	9.2	Protected. The sum of the values of all awards for this item made during the most recent November.

Field Completion

Field	Size	Description
Dec	9.2	Protected. The sum of the values of all awards for this item made during the most recent December.
MTD	9.2	Protected. The value of all awards for this item made for the current month to date.
QTD	9.2	Protected. The value of all awards for this item made for the current quarter to date.
YTD	9.2	Protected. The value of all awards for this item made in the current calendar year to date.
FYTD	9.2	Protected. The value of all awards for this item made in the current fiscal year to date.
FYTD Deleg Awd	9.2	Protected. The value of all awards for this item made through delegated purchase authority in the current fiscal year to date.

CPUR   **Commodity Purchase Agency Table**

```
ENTER FUNCTION:  ...........  TRANS:  CPUR
                                                        DATE:
COMMODITY PURCHASE AGENCY TABLE                         TIME:
KEY IS COMMODITY NUMBER AND PURCHASE AGENCY             TERM:

COMMODITY NUMBER..: ... .. ......
DESCRIPTION.......:

PURCH                                       USERID    DATE
AGENCY     AGENCY NAME                      LAST CHG  LAST CHG
......  :
......  :
......  :
......  :
......  :
......  :
......  :
......  :
......  :
......  :
......  :
......  :
```

Purpose   The purpose of the Commodity Purchase Agency Table is to provide the user the capability to create and maintain a Commodity Purchase Agency Table record by identifying those agencies that are authorized purchase agencies for a specified commodity. Functions are add, delete, and inquire. Access is granted to those users with proper security.

Screen Characteristics   Add, Delete and Inquire Commodity Purchase Agency Table.

Procedure Cross-Reference   Chapter 2 Commodity Database Maintenance;

7.1 Add Commodity Purchase Agency Table
7.2 Delete Commodity Purchase Agency Table
7.3 Inquire Commodity Purchase Agency Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. Must be key to a valid/active record in the COMM table. If left blank on inquiry, the system will return with the first record in the database.
Description	2x40	Protected. Inferred first two lines of commodity description from CSPC.
Purchase Agency	12x6	Unprotected. Required for add. Must be key to a valid/active record in the AGCY Table. Agency Type must be 3, 4 or 7. If left blank on inquiry, system will display the first purchasing agency in the database for the specified commodity number.
Agency Name	12x35	Protected. Inferred agency name from the AGCY Table.
USERID Last Chg	12x8	Protected. USERID of the last user to change this record.
Date Last Chg	12x8	Protected. Date of the last change to this record.

CSPC   Commodity Description Table

```
ENTER FUNCTION:  ..........  TRANS:  CSPC
                                                              DATE:
 COMMODITY DESCRIPTION TABLE                                  TIME:
 KEY IS COMMODITY NUMBER                                      TERM:

 COMMODITY NUMBER...: ... .. ......
 MAINTAINING AGENCY.:        :
 STATUS CODE........:        :
 DATE SPEC LAST CHG.:
 COPY DESCRIPTION...: .  FROM COMMODITY NBR: ... .. ......
 SCROLL ACTION......: .  LINE NUMBER: 9999 LINE TOTAL:

        TYPE       ---------1---------2---------3---------4
         .         ..........................................
         .         ..........................................
         .         ..........................................
         .         ..........................................
         .         ..........................................
         .         ..........................................
         .         ..........................................
```

Purpose   The purpose of the Commodity Description Table is to provide the user with the ability to add,
                      change, delete and inquire commodity specifications for commodity numbers. This table is
                      utilized to add descriptions after the commodity number has been created with the COM2
                      screen. This text will print on solicitations, orders, contracts, and contract release orders for this
                      commodity item unless replaced by a commodity description modification.
                      Security is limited to the commodity maintaining agency. NOTE: Special processing is required
                      for all 'Action Line' text screens. Only action codes 'C' (change), 'E' (end), 'G' (get), and 'L'
                      (leaf) are allowed with this screen. Refer to Users Guide for further instructions on use of this
                      screen.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire Commodity Description Table.

**Procedure
Cross-Reference**   Chapter 2 Commodity Database Maintenance;

                      2.1 Add Commodity Description Table
                      2.2 Change Commodity Description Table
                      2.3 Delete/Insert Commodity Description Table
                      2.4 Inquire Commodity Description Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. Specifies the commodity number for which the specification will be generated or viewed.
Maintaining Agency	6	Protected. Specifies the agency responsible for the specification which will be generated or viewed. Obtained from the COMM record.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Status Code	1	Protected. The status code of the commodity number from the COMM table. On an add the status code must be other than active.
Status Code Title	30	Protected. Inferred interpretation of the status code from BTAB Table CS. (Status Code - Commodity).
Date Spec Last Chg	8	Protected. Display of date the text record was lasted update/changed.
Copy Description	1	Unprotected. Used to indicate if this commodity description is to be copied from an existing commodity description. System defaults to 'N'. Must be 'Y' or 'N'.
From Commodity Nbr	11	Unprotected. Used to identify the commodity number from which the commodity description will be copied. Must be input if `Copy Description' is `Y`. Must be blank if 'Copy Description' is 'N'.
Scroll Action	1	Unprotected. Must be a valid scroll action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative.
Line Number	4	Unprotected. Used with scroll action 'R' to indicate the relative number of lines to scroll.

Field Completion

Field	Size	Description
Line Total	4	Protected. Indicates the total number of lines associated with this text file. Maintained by the system.
Type	1	Unprotected. Required for add. This is the specification type code. These codes correspond with the level to which the user is describing the commodity number. The valid Type codes are:

A - Class level Specification
B - Sub-Class Specification
C - Item Level Specification
D - Extended Description for Item Level
E - Packing and Shipping Instructions for Item Level
F-Z - User Defined for Item Level

NOTE: The alphabetic sequence of the type codes must be maintained, i.e. 'D' must come before 'E' when adding text lines.

| Text Line | 40 | Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space. |

CSP2   Commodity Description Table #2

```
ENTER FUNCTION:  ..........  TRANS:  CSP2
                                                         DATE:
 COMMODITY DESCRIPTION TABLE  #2                         TIME:
 KEY IS COMMODITY NUMBER                                 TERM:

 COMMODITY NUMBER...: ... .. ......
 MAINTAINING AGENCY.:        :
 STATUS CODE........:        :
 DATE SPEC LAST CHG.:
 SCROLL ACTION......:   LINE NUMBER:     LINE TOTAL:

 ACT    TYPE      ---------1---------2--------3---------4
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Commodity Description Table #2 is to provide the user with the ability to insert or delete lines of specification from the Commodity Specification Table #1 (CSPC). Access to this table can only be achieved by leafing from CSPC. When appropriate action has been indicated, the system will automatically return to CSPC upon depressing enter key to process the indicated action. Exit action can only be accomplished by using action code 'C' (change) to return to the CSPC screen, or action code 'E' (end) to exit the system.

**Screen
Characteristics**   Delete/Insert Commodity Description Table.

**Procedure
Cross-Reference**   Chapter 2 Commodity Database Maintenance;

2.3 Delete/Insert Commodity Description Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Protected. Key. Specifies the commodity number for which the specification will be changed.
Maintaining Agency	6	Protected. Specifies the agency number for which specification will be changed.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Status Code	1	Protected. The status code of the commodity number.
Status Code Title	30	Protected. Inferred interpretation of the status code from BTAB Table CS (Status Code - Commodity).
Date Spec Last Chg	8	Protected. Display of date the text record was lasted update/changed.
Scroll Action	1	Protected. The scroll action code carried forward from the CSPC screen.
Line Number	4	Protected. The line number field carried forward from the CSPC screen.
Line Total	4	Protected. Indicates the total number of lines associated with this Specification file.
Act	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Type	1	Protected. Implied commodity description text type code from CSPC screen.
Specification Text	40	Protected. A display of text carried forward from the CSPC screen. Any change action will cause the screen to return to CSPC with the appropriate action taken.

CSTA   Commodity by Status Code

```
ENTER FUNCTION:  ........... TRANS:  CSTA
                                                   DATE:
 COMMODITIES BY STATUS CODE TABLE                  TIME:
 KEY IS STATUS CODE AND COMMODITY                  TERM:

 STATUS: .   :

         COMMODITY                DESCRIPTION
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
         ... .. ......
```

Purpose   The purpose of the Commodity by Status Code table is to provide the user the ability to inquire the Commodity database by commodity status code. Should further detail information be desired the user can leaf to the COMM table.

Screen Characteristics   Inquire COMM Table.

Procedure Cross-Reference   Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status	1	Unprotected. Key. Required. This indicator describes the current status of this commodity.
Status Title	30	Protected. The interpretation of the Status Code from BTAB Table 'CS'.
Commodity Number	11	Unprotected. Key. Required. Specifies the commodity at the class/sub-class/item level, at the status code requested.
Description	40	Protected. The first line of the description of the commodity.

CSVA   **Supplying Vendor - Multiple Classes**

```
ENTER FUNCTION:  ........... TRANS:  CSVA

 SUPPLYING VENDOR - MULTIPLE CLASSES
 KEYS ARE CLASS/SUBCLASS AND VENDOR, AND CLASS/SUBCLASS, VENDOR AND AREA/REGION

 VENDOR NUMBER.....: ......... .. :


 CLASSES/SUBCLASSES: ... ..      ... ..     ... ..     ... ..     ... ..
                     ... ..      ... ..     ... ..     ... ..     ... ..
                     ... ..      ... ..     ... ..     ... ..     ... ..
                     ... ..      ... ..     ... ..     ... ..     ... ..
                     ... ..      ... ..     ... ..     ... ..     ... ..
                     ... ..      ... ..     ... ..     ... ..     ... ..
                     ... ..      ... ..     ... ..     ... ..     ... ..
                     ... ..      ... ..     ... ..     ... ..     ... ..
                     ... ..      ... ..     ... ..     ... ..     ... ..
                     ... ..      ... ..     ... ..     ... ..     ... ..

 AREAS/REGIONS.....: ...  ...  ...  ...  ...  ...  ...  ...  ...
                     ...  ...  ...  ...  ...  ...  ...  ...  ...
```

Purpose   The purpose of the Supplying Vendor - Multiple Classes screen is to provide the user with the capability of registering a vendor as a supplier for multiple classes/sub-classes. In addition the vendor can be added to multiple geographic bid regions. Access is granted only to those users with the proper authority to maintain the record.

Screen Characteristics   Add Supplying Vendor Table and Geo Bid Code by Vendor Number records.

Procedure Cross-Reference   Chapter 2 Commodity Database Maintenance;

9.2 Add Supplying Vendor - Multiple Classes.

Field Completion

Field	Size	Description
Vendor Number	11	Unprotected. Key. Required for add. The number that identifies this vendor in the system.
Classes/Subclasses	50x5	Unprotected. Key. Required for add. The commodity class and subclass that describe the commodities for which the vendor is to be registered.
Areas/Regions	18x3	Unprotected. Key. Optional entry. The areas or regions in which this vendor wishes to supply the items belonging to the classes and subclasses listed above.

CSVI   Commodity Supplying Vendor By Region Code Table

```
ENTER FUNCTION:  .......... TRANS:  CSVI

 SUPPLYING VENDOR BY REGION CODE
 KEY IS COMMODITY CLASS/SUB-CLASS, REGION CODE AND VENDOR NUMBER


 CLASS/SUBCLASS.....: ... ..    :

 REGION CODE........: ...       :

 VENDOR / TELEPHONE    NAME / ADDRESS              S  MW E  #EMP  SUS/EXP
 ......... ..



 ......... ..
```

Purpose

The purpose of the Commodity Supplying Vendor By Region Code Table is to provide the user with inquiry capability showing basic information about the vendors registered against specific commodity classes/sub-classes within a region code. If detail information about the vendor is desired the user can leaf to CSV2. Access is granted only to those commodities that the user has security access.

Screen Characteristics

Inquire Commodity Supplying Vendor Table.

Procedure Cross-Reference

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

Field Completion

Field	Size	Description
Class/Subclass	5	Unprotected. Key. The commodity class and sub-class that describe the commodities of interest. If left blank the system will return with first class/sub-class in the database.
Commodity Description	40	Protected. The commodity description is the first line in the CSPC table for the entered class/sub-class.
Region Code	3	Unprotected. Key. The code that describes the region of interest. If left blank, will return first region for class/sub-class in the database.
Region Code Title	30	Protected. The region code description is 30 characters of interpretation from BTAB Table GC (GEO Bid Code).
Vendor	11	Unprotected. Key. The number that identifies this vendor in the system. If left blank the system will return with the first three vendor numbers registered against this class/sub-class.
Vendor Name	30	Protected. The name of this vendor as interpreted from the VEND table.
Telephone	14	Protected. The area code and telephone number for this vendor as found in the VEND table.
S (Company Size Ind)	2	Protected. Reflects the company size type code from the VEND table. This field will only display indicators that denote company size, interpretation can be found on the BTAB Table CZ.
MW (Minority/Woman Ownership Ind)	2	Protected. Reflects the type of business ownership from the VEND table.
E (Ethnicity)	1	Protected. Reflects the ethnicity code from the VEND table.
# Emp	6	Protected. Reflects the number of employees from the VEND table.
Sus/Exp Date	2x8	Protected. Reflects the dates that the vendor was suspended and that his active status expired, if applicable.
Address	2x25	Protected. Reflects the address of the vendor as interpreted from the VADR table (address type 2). If address type 2 is not found the system will substitute address type 1.

Field Completion

Field	Size	Description
Vend Stat	1	Protected. Reflects the status of the vendor as interpreted from the VEND table.
City	15	Protected. Reflects the city of the vendor as interpreted from the VADR table.
State	9	Protected. Reflects the state of the vendor as interpreted from the VADR table.
Contact	35	Protected. Reflects the contact of the vendor as interpreted from the VADR table.

CSVN   **Commodity Supplying Vendor Table #1**

```
ENTER FUNCTION:  ..........  TRANS:  CSVN
                                                         DATE:
 COMMODITY SUPPLYING VENDOR TABLE #1                      TIME:
 KEY IS COMMODITY CLASS/SUB-CLASS AND VENDOR NUMBER       TERM:

 CLASS/SUBCLASS.....: ... ..    :


 VENDOR / TELEPHONE   NAME / ADDRESS           CM   S  MW  E  #EMP  SUS/EXP
                                               CERT FROM  CERT TO
 ..........
    -   -   -
 VEND STAT:
 SPO BID..:



 ..........
    -   -   -
 VEND STAT:
 SPO BID..:



```

Purpose   The purpose of the Commodity Supplying Vendor Table #1 is to provide the user with inquiry capability showing basic information about the vendors registered against specific commodity classes/sub-classes. If detail information about the vendor is desired the user can leaf to CSV2. Access is granted only to those commodities that the user has security access.

Screen
Characteristics   Inquire Commodity Supplying Vendor Table.

Procedure
Cross-Reference   Chapter 2 Commodity Database Maintenance;

      15.1 Inquire Commodity Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Class/Subclass	5	Unprotected. Key. The commodity class and sub-class that describe the commodities of interest. If left blank the system will return with first class/sub-class in the database.
Commodity Description	2x40	Protected. The commodity description is the first two lines in the CSPC table for the class/sub-class input.
Vendor	11	Unprotected. Key. The number that identifies this vendor in the system. If left blank the system will return with the first three vendor numbers registered against this class/sub-class.
Telephone	14	Protected. The area code and telephone number for this vendor as found in the VEND table.
Name	30	Protected. The name of this vendor as interpreted from the VEND table.
CM (Certified Minority)	1	Protected. Reflects certified minority status of the vendor from the CSVN table.
S (Small Business Ind)	1	Protected. Reflects the business type code from the VEND table. This field will only display indicators that denote small business.
M (Minority Ind)	1	Protected. Reflects the type of business ownership (Minority) from the VEND table.
W (Woman Ownership)	1	Protected. Reflects the type of business ownership (Woman) from the VEND table.
E (Ethnicity)	1	Protected. Reflects the ethnicity code from the VEND table.
# Emp	6	Protected. Reflects the number of employees from the VEND table.
Sus/Exp Date	2x8	Protected. Reflects the dates that the vendor was suspended and that his active status expired, if applicable.

Field Completion

Field	Size	Description
Address	2x25	Protected. The address of the vendor as interpreted from the VADR table (address type 2). If address type 2 is not found the system will substitute address type 1.
Cert From	8	Protected. Minority certification "from" date for certified minority status of the vendor.
Cert To	8	Protected. Minority certification "to" date for certified minority status of the vendor.
Vend Stat	1	Protected. Displays the vendor status from the VEND table.
SPO Bid	1	Protected. State Purchasing Bid Status indicating whether or not a vendor will be included on State Purchasing bid lists. Calculated based on Vendor Status, CSVN Status and Fee Paid Indicator from the VEND Table.

CSV2   Supplying Vendor Table #2

```
ENTER FUNCTION:  ..........  TRANS:  CSV2
                                                        DATE:
 SUPPLYING VENDOR TABLE #2                              TIME:
 KEY IS COMMODITY NUMBER AND VENDOR NUMBER              TERM:

 CLASS/SUB-CLASS NBR: ... ..
 DESCRIPTION........:
 VENDOR NUMBER......: ......... ..
 VENDOR NAME 1......:
 VENDOR NAME 2......:
 STATUS CODE........: .       :
 STATUS CHANGE DATE.:                  SETUP DATE.........:
 CERTIFIED MINORITY.: .      FROM PERIOD: 99/99/99    TO PERIOD: 99/99/99
 PURGE CODE.........: ..      :
 LAST SOLICITATION..:                  SOLICITATION NUMBER:
 LAST BID RECEIVED..:                  LAST NOTICE PRINTED:
 USER ID LAST CHANGE:                  DATE LAST CHANGED..:
```

Purpose   The purpose of the Supplying Vendor Table #2 is to provide the user with the capability of adding a vendor as a supplying vendor for a commodity class/sub-class and for changing, inquiring, or deleting CSVN records. Access is granted only to those commodity records for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete and Inquire Commodity Supplying Vendor Table.

**Procedure
Cross-Reference**   Chapter 2 Commodity Database Maintenance;

                       8.1 Add Commodity Supplying Vendor Table
                       8.3 Change Commodity Supplying Vendor Table
                       8.4 Delete Commodity Supplying Vendor Table
                       8.5 Inquire Commodity Supplying Vendor Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Class/Subclass Nbr	5	Unprotected. Key. Required for add. The commodity class and subclass that describes the commodity of interest. If left blank the system will return with the first class/sub-class record in the database. If input the system will return with the specified record.
Description	40	Protected. Inferred first line of the commodity description from the CSPC record for the input class/sub-class.
Vendor Number	11	Unprotected. Key. Required for add. If the function is add the vendor number must be a valid active entry in the VEND table. The number that identifies this vendor in the system.
Vendor Name 1	30	Protected. Inferred first line of the name of the vendor from the VEND table.
Vendor Name 2	30	Protected. Inferred second line of the name of the vendor from the VEND table. It is used for vendors with names in excess of thirty characters.
Status Code	1	Unprotected. Required for add. This code describes the current status of this vendor as a supplying vendor. Must be '0' for add. Should be reset to active after record has been added and reviewed.
Status Code Title	30	Protected. Inferred interpretation of the status code from BTAB Table SV (Supplying Vendor Status Code).
Status Change Date	8	Protected. This is the date that the last change was made to this status code. This is a system maintained field.
Setup Date	8	Protected. This is the date this supplying vendor record was established in the system.
Certified Minority	1	Unprotected. Optional entry. This indicator describes whether this vendor has been determined to be a certified minority. Valid entries are 'Y' and 'N'.

Field Completion

Field	Size	Description
From Period	8	Unprotected. Optional entry. Required if Certified Minority is **Y**. Must be a valid date (MM/DD/YY). Used to indicate the starting date of minority certification for that vendor for that commodity sub-class.
To Period	8	Unprotected. Optional entry. Required if Certified Minority is **Y**. Must be a valid date (MM/DD/YY). Used to indicate the ending date of minority certification for that vendor for that commodity sub-class.
Purge Code	2	Unprotected. Optional entry. This code describes the current status of this supplying vendor record with respect to the purge criteria. If the function is add this code must not be input. Must be a valid entry in BTAB Table PC (Purge Code).
Purge Code Title	30	Protected. Inferred interpretation of the purge code from BTAB Table PC (Purge Code).
Last Solicitation	8	Protected. The date of the last solicitation for this commodity number.
Solicitation Number	10	Protected. The number of the last Solicitation document for this class/sub-class for this vendor.
Last Bid Received	8	Protected. The date on which the last bid was received for this class/sub-class for this vendor.
Last Notice Printed	8	Protected. The date the last notice of award for this class/sub-class for this vendor was issued.
User ID Last Change	4	Protected. The user ID of the last user to change this record. This is a system maintained field.
Date Last Changed	8	Protected. The date of the last change for this record. This is a system maintained field.

CSV3   Supplying Vendor Table #3

```
ENTER FUNCTION:  .......... TRANS:  CSV3
                                                             DATE:
 SUPPLYING VENDOR TABLE #3                                   TIME:
 KEY IS COMMODITY NUMBER AND VENDOR NUMBER                   TERM:

 CLASS/SUBCLASS.....: ... ..
 DESCRIPTION........:
 VENDOR NUMBER......: ......... ..
 VENDOR NAME 1......:
 VENDOR NAME 2......:

 1ST NO RESP........:                     SOLICITATION NUMBER:
 2ND NO RESP........:                     SOLICITATION NUMBER:
 3RD NO RESP........:                     SOLICITATION NUMBER:

 1ST MASTER BID RETURN CODE:        :
 2ND MASTER BID RETURN CODE:        :
 3RD MASTER BID RETURN CODE:        :
```

Purpose   The purpose of the Supplying Vendor Table #3 is to provide the user with the ability to inquire the commodity database and display a vendor's 'No Response/No Bid' status for a commodity class/sub-class. Access is limited to those commodity class/sub-class records for which the user has security access.

**Screen
Characteristics**   Inquire Commodity Supplying Vendor Table.

**Procedure
Cross-Reference**   Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Class/Subclass	5	Unprotected. Key. The commodity class and sub-class that describe the commodities of interest. If left blank the system will return with the first class/sub-class record in the database. If input the system will return with the class/sub-class record specified
Description	40	Protected. Inferred first line of the class/sub-class description from the CSPC record.
Vendor Number	11	Unprotected. Key. The number that identifies this vendor in the system. If left blank the system will return with the first vendor number registered for the class/sub-class.
Vendor Name 1	30	Protected. Inferred first line of the name of the vendor from the VEND table.
Vendor Name 2	30	Protected. Inferred second line of the name of the vendor from the VEND table. It is used for vendors with names in excess of thirty characters.
1st No Resp(/No Bid)	8	Protected. Date of the first solicitation for this class/sub-class which this vendor received but returned a 'No Bid' or did not respond.
Solicitation Number	10	Protected. The number of the first solicitation document for this class/sub-class which this vendor received but returned 'No Bid' or did not respond.
2nd No Resp(/No Bid)	8	Protected. Date of the second solicitation for this class/sub-class which this vendor received but returned 'No Bid' or did not respond.
Solicitation Number	10	Protected. The number of the second solicitation document for this class/sub-class which this vendor received but returned 'No Bid' or did not respond.
3rd No Resp(/No Bid)	8	Protected. Date of the third solicitation for this class/sub-class which this vendor received but 'No Bid' or did not respond.
Solicitation Number	10	Protected. The number of the third solicitation document for this class/sub-class which this vendor received but 'No Bid' or did not respond.

Field Completion

Field	Size	Description
1st Master Bid Return Code	2	Protected. This code describes the vendor's response to the first solicitation for this class/sub-class.
Bid Return Code Title	30	Protected. Inferred interpretation of the code from BTAB Table MR (Master Bid Return Code).
2nd Master Bid Return Code	2	Protected. This code describes the vendor's response to the second solicitation for this class/sub-class.
Bid Return Code Title	30	Protected. Inferred interpretation of the code from the BTAB type Table MR (Master Bid Return Code).
3rd Master Bid Return Code	2	Protected. This code describes this vendor's response to the third solicitation for this class/sub-class.
Bid Return Code Title	30	Protected. Inferred interpretation of the code from BTAB Table MR (Master Bid Return Code).

CTYP   Commodities by Description Type Table

```
ENTER FUNCTION:  ...........  TRANS:  CTYP

 COMMODITIES BY DESCRIPTION TYPE TABLE
 KEY IS TYPE, DESCRIPTION AND COMMODITY NUMBER


TYPE          DESCRIPTION                        CLASS   SUB    ITEM
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
  .       ........................................   ...    ..    ......
```

Purpose

The purpose of the Commodities by Description Type Table is to provide the user with the capability to inquire commodity numbers by specification type and first Line of the description for that commodity number.

**Screen
Characteristics**

Inquire Commodity Description Table.

**Procedure
Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

Field Completion

Field	Size	Description
Type	1	Unprotected. Key. If left blank the system will return with the first type code in the database.
Description	40	Unprotected. Key. The first line of the specification for that commodity number. If left blank the system will return with the first specification line in the database for the type specified.
Class/Sub/Item	3/2/6	Unprotected. Key. If left blank the system will return with the first record in the database.

CUOM Commodity Unit of Measure Table #1

```
ENTER FUNCTION:  ..........  TRANS:  CUOM
                                                        DATE:
 UNIT OF MEASURE TABLE #1                                TIME:
 KEY IS COMMODITY NUMBER, UNIT OF MEASURE                TERM:

 COMMODITY NUMBER...: ... .. ......  :
 UNIT OF MEASURE....: ..... :

 LAST VENDOR........:
 VENDOR NAME 1......:
 VENDOR NAME 2......:
 LAST UNIT PRICE....:
 LAST QUANTITY......:
 LAST ORDER AMT.....:
 DATE 1ST ORDER.....:
 DATE LAST ORDER....:
 FYTD QUANTITY......:                    PRIOR FY QUANTITY..:
 FYTD AMOUNT........:                    PRIOR FY AMOUNT....:
 FYTD AVG PRICE.....:                    PRIOR FY AVG PRICE.:
```

Purpose   The purpose of the Commodity Unit Of Measure Table #1 is to provide the user with the ability to add, delete and inquire unit of measure table records for a commodity. Access is granted only to those commodity numbers for which the user has security access.

Screen Characteristics   Add, Delete and Inquire Commodity Unit of Measure Table.

Procedure Cross-Reference   Chapter 2 Commodity Database Maintenance;

4.1 Add Commodity Unit of Measure Table
4.2 Delete Commodity Unit of Measure Table
4.3 Delete Commodity Unit of Measure Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. The class, subclass, and item number that identifies the good or service of interest. If left blank on an inquiry the system will return with the first commodity number in the database. If input the system will return with the record specified. If function is add the commodity number must be valid in the COMM table and have a status code of '1'.
Commodity Title	40	Protected. Inferred first line of the commodity specification from the CSPC table.
Unit of Measure	5	Unprotected. Key. Required for add. Unit of measure by which this commodity is to be purchased. Must be a valid entry in BTAB Table UM (Unit Of Measure).
U/M Title	30	Protected. Inferred interpretation of the unit of measure from BTAB Table UM (Unit Of Measure).
Last Vendor	11	Protected. The number of the last vendor to supply this commodity in this unit of measure.
Vendor Name 1	30	Protected. Inferred first line of the name of the last supplying vendor for this commodity in this unit of measure.
Vendor Name 2	30	Protected. Inferred second line of the name of the supplying vendor. It is used for vendors with names in excess of thirty characters.
Last Unit Price	7.5	Protected. The unit price paid the last time this commodity was purchased at this unit of measure.
Last Quantity	6.3	Protected. The quantity bought the last time this commodity was purchased in this unit of measure.
Last Order Amt	9.2	Protected. The dollar amount of the last order of this commodity for this unit of measure.
Date 1st Order	8	Protected. The date of the first order of this commodity for this unit of measure.

Field Completion

Field	Size	Description
Date Last Order	8	Protected. The date of the last order containing this commodity for this unit of measure.
FYTD Quantity	6.3	Protected. The total quantity ordered for this commodity by this unit of measure for the current fiscal year To date.
Prior FY Quantity	6.3	Protected. The total quantity ordered for this commodity by this unit of measure for the prior fiscal year.
FYTD Amount	9.2	Protected. The total dollar value ordered for this commodity by this unit of measure for the current fiscal year to date.
Prior FY Amount	9.2	Protected. The total dollar value ordered for this commodity by this unit of measure for the prior fiscal year.
FYTD Avg Price	7.5	Protected. The average price paid for this commodity by this unit of measure for the current fiscal year to date.
Prior FY Avg Price	7.5	Protected. The average price paid for this commodity by this unit of measure for the prior fiscal year.

CUO2   Commodity Unit of Measure Table #2

```
ENTER FUNCTION:  ..........  TRANS:  CUO2
                                                           DATE:
 UNIT OF MEASURE TABLE #2                                  TIME:
 KEY IS COMMODITY NUMBER, UNIT OF MEASURE                  TERM:

 COMMODITY NUMBER...: ... .. ......   :
 UNIT OF MEASURE....: ..... :

                          AMOUNT         QUANTITY
 JANUARY............:           .00          0.000
 FEBRUARY...........:           .00          0.000
 MARCH..............:           .00          0.000
 APRIL..............:           .00          0.000
 MAY................:           .00          0.000
 JUNE...............:           .00          0.000
 JULY...............:           .00          0.000
 AUGUST.............:           .00          0.000
 SEPTEMBER..........:           .00          0.000
 OCTOBER............:           .00          0.000
 NOVEMBER...........:           .00          0.000
 DECEMBER...........:           .00          0.000
```

Purpose   The purpose of the Commodity Unit Of Measure Table #2 is to provide the user with the capability of inquiring the purchasing history of a commodity number unit of measure over the past calendar year on a month-to-month basis. Access is granted only to those commodity numbers for which the user has security access.

**Screen
Characteristics**   Inquire Commodity Unit of Measure Table.

**Procedure
Cross-Reference**   Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. The class, subclass, and item number that identifies the good or service of interest. If left blank the system will return with the first commodity number in the database. If input the system will return with the commodity number specified.
Commodity Title	40	Protected. Inferred title of the commodity number from the COMM table.
Unit of Measure	5	Unprotected. Key. The unit of measure by which this commodity was purchased. If left blank the system will return with the first unit of measure for the commodity number specified. If input the system will return with the unit of measure specified if it is a valid record in the CUOM table.
Unit of Measure Title	30	Protected. Inferred interpretation of the unit of measure code from BTAB Table UM (Unit Of Measure).
Amount	9.2	Protected. The dollar value ordered for this commodity by this unit of measure in each month January - December.
Quantity	6.3	Protected. The quantity ordered for this commodity by this unit of measure in each month January - December.

CVDR **Commodities by Supplying Vendor**

```
ENTER FUNCTION:  ..........  TRANS:  CVDR
                                                           DATE:
 COMMODITIES BY SUPPLYING VENDOR TABLE                     TIME:
 KEY IS VENDOR NUMBER AND COMMODITY CLASS/SUB-CLASS        TERM:

 VENDOR: ......... .. :


CLASS       SUB    DESCRIPTION                        STATUS   BUYER CODE
 ...        ..
 ...        ..
 ...        ..
 ...        ..
 ...        ..
 ...        ..
 ...        ..
 ...        ..
 ...        ..
 ...        ..
 ...        ..
 ...        ..
 ...        ..
```

Purpose   The purpose of Commodities by Supplying Vendor is to provide the user with the capability to inquire a vendor number to determine which commodity numbers (class/sub-class) the vendor is currently registered against.

**Screen
Characteristics**   Inquire Commodity Supplying Vendor Table.

**Procedure
Cross-Reference**   Chapter 2 Commodity Database Maintenance;

                      15.1 Inquire Commodity Database Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. If left blank the system will return with the first vendor number in the database.
Vendor Name	30	Protected. Inferred first line of the vendor name from the VEND table.
Class	3	Unprotected. Key. If left blank with a valid vendor number the system will return with the first class for that vendor.
Sub	2	Unprotected. Key. If left blank the system will return with the first sub-class in the database for that Vendor.
Description	40	Protected. Inferred first line of the commodity specification for that class/sub-class from the CSPC table.
Status	1	Protected. The status of the supplying vendor for that class/sub-class from the corresponding CSVN record.
Buyer Code	2	Protected. Inferred assigned buyer code from the commodity table record for displayed commodity sub-class.